

**SPECIAL PROJECTS TECHNICIAN
(Adult Education)**

DEFINITION:

Under direction of the Adult Education Principal, perform analytical work; assist in the planning, development, and control of the budget; research, compile and analyze data related to the adult education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the Alternative Education principal and Assistant Principal in identifying and meeting the needs of the Adult Education program.
- Assist with the design and implementation of the schedule of classes offered through adult education.
- Provide oversight and coordination of the second language, credit recovery, and GED programs as aligned with established principal's goals and objectives of these various projects and programs.
- Assist with the management of the Adult Education office and classified staff.
- Assist in the communication regarding programs assigned in the school and help administration interpret, support, and implement District and State policies and procedures.
- Use independent judgment in coordinating the various functions and procedures within the department.
- Maintain and supervise the required documentation as mandated by State, Federal, and Grant Programs, including Workforce Investment, Carl Perkins Grant, and Immebeces Grant; responsible for development of budget, deadline, compliance and communication of grants.
- Maintain District standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintain confidentiality in professional relationships; adhering to all federal and state regulations, education code, and district policies.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Adult education programs including second language, credit recovery, and GED programs; organization, collection and storage of data; office methods, procedures and practices, including letter and grant report writing; correct English usage, spelling, grammar and punctuation; departmental functions and operations; office automation including computer operations/word processing.

Ability to:

Assist administration in planning and organizing, communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping. Demonstration of oral fluency in Spanish is a plus, but not required.

Experience:

Three years of successful professional experiences that had provided the knowledge or abilities listed above.

Education:

Bachelor's Degree required.

Physical Performance Requirements

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid California driver's license.

Board Approved: September 11, 2012